

# PRE-ENROLLMENT COURSE SELECTION

MIDDLE SCHOOL



# Step by Step Enrollment From anywhere

This presentation will walk you through enrolling in your courses for next year step by step. By following these steps you will be able to select your courses.



# Step 1: List the Courses You Want

Get a paper and pencil to list the courses you wish to take. Keep in mind many courses are required at the Middle School level. Each grade has choices in electives. 7th & 8th grades both have additional choices in core subject areas as some have honors level courses.

Look on the next three slides to find tips in choosing courses and the list of courses by grade level. After looking over the courses write down the name of the course and the ID number of the classes you are interested in enrolling.

Any courses under required will already be added to your student portal course request screen.

The other courses you will have a choice and you will add them to your student portal course requests.

# Notes & Tips

6th Grade - The following courses are already enrolled for 6th graders: English, Math, Reading, Geography, and Science. Your student needs to choose 3 elective courses in the order they prefer the courses.

7th grade - The following courses are already enrolled for 7th graders: English 7<sup>th</sup>, Geography, Math, and Science. 7th grade students have the choice to enroll in honors classes and choose at least 4 electives.

8th Grade - The following courses are already enrolled for 8th graders: Speech, Financial Literacy, Science 8<sup>th</sup>, Pre-Algebra, and History. 8th grade students have choices to enroll in honors courses and choose at least 4 electives.

## Tips:

All core courses are ranked as '0' this means if you list them they are required classes and you must be enrolled in them. These included all English, Math, Science, and History courses.

We have set a few other courses as required for the purpose of enrollment they include: Band, and Athletics These are courses with priority enrollment.

6TH GRADE COURSES		
Core Courses (These are pre enrolled for you)	ID	
English 6th Grade	0001	
Reading 6th Grade	0070	
Western Geography	0006	
Science 6th Grade	0009	
Math 6th Grade	0014	
Electives (Choice of 3)		
Round Robin: PE /Keyboard / STEM / Art	0022	
6th Grade Boys Basketball	0048	
6th Grade Girls Basketball	0041	
Band 6th Grade	0033	
Chorus	0036	
PE	0042	
Music Appreciation	0039	
Computer I – 6 <sup>th</sup> Grade	0094	

7TH GRADE COURSE CHOICES		
REQUIRED COURSES (These are pre-enrolled for you)	ID	
English 7th	0002	
Eastern Geography	0007	
READING (Choose 1)		
Reading 7th	0071	
Reading 7th Honors	0072	
MATH (Choose 1)		
Math 7th Grade	0015	
Pre-Algebra 7th Grade Honors	0017	
SCIENCE (Choose 1)		
Science 7th Grade	0010	
Science 7th Grade Honors	0038	
ELECTIVES (Choose 4)		
Band Middle School	0035	
Chorus I	0036	
Music Appreciation	0039	
7th Grade Boys Athletics	0043	
7th Grade Girls Athletics	0045	
Health / Nutrition	1343	
PE	0042	
Art	0026	
Current Events	0030	
Computer I	0089	
Computer Science Discoveries	0095	

6<sup>th</sup> Grade Courses

&

7<sup>th</sup> Grade Courses

8TH GRADE COURSE CHOICES		
REQUIRED COURSE	ID	
Intro to Speech (semester)	1126	
Financial Literacy / Career (semester)	0027	
ENGLISH (Choose 1)		
English 8th	0003	
English 8th Honors	0090	
MATH (Choose 1)		
Pre-Algebra	0018	
Algebra I	4411	
SCIENCE (Choose 1)		
Science 8th Grade	0011	
Science 8th Grade Honors	0012	
HISTORY (Choose 1)		
American History	0008	
American History Honors	0031	
ELECTIVES (Choose 4)		
Band Middle School	0035	
Chorus I	0036	
Music Appreciation	0039	
8th Grade Boys Athletics	0044	
8th Grade Girls Athletic8	0049	
Health / Nutrition	1343	
PE	0042	
Art	0026	
Current Events	0030	
Computer I	0089	
Computer Science Discoveries	0095	

## 8<sup>th</sup> Grade Courses

# Things to remember:

**\*\*Helpful hint:** In the student portal you can click on the TRAINING video and fast forward to 5 minutes and 25 seconds and the video will walk you through course requests.)

- 1) These slides will walk you through the process but if you need support you may watch the training video or call the office.
- 2) Several courses are set as 0 level by the district. These classes can be taken as an elective but they are still priority enrolment.
- 3) You need to list all other courses the order you want to be considered for the courses. The computer tries to fit your # 1 course in first then #2 course and so on...
- 4) All request will be checked to be sure students are enrolled in the courses they need.
- 5) Counselors will contact you if there is a question about your enrollment.
- 6) Don't forget this is for scheduling and if a mistake is entered it can be corrected.

# Step 2: Login to your student portal

Login to your student portal - GO to the hilldale homepage and on the right side is a gradebook link.

If you do not have your username and password contact the office.

Enter your username and password

Click on the tab that says "course Request"

Training video

Student Portal  
damccollough

Options Logout

Resources  
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NO IMAGE AVAILABLE  
Name: McColough, Deborah  
ID: 314347 State ID: 314347

Summary Announcements/Events Reports **Course Requests**

Selected Courses [Add Courses](#) [Delete](#)

ID	Description	Required	Priority
No data to display			



# Step 3: Adding classes

Your counselor will have entered courses that all students must take or are required. These class can be changed example: All students are enrolled in English if your wish to take Honors English simply delete the English choice and add the Honors option.

Any courses seen here counselor enrolled you.

The [add](#) and [delete](#) buttons are located on the right side of the course request box. To add simply click on the [add course](#) button and you will be taken to the screen where you add the courses.

To delete click on the course you wish to delete to highlight it and then click delete. You will be asked if you are sure click yes and the course will be deleted.

Student Portal  
damccollough

Options Logout

Resources  
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NO IMAGE AVAILABLE  
Name: McCallough, Deborah  
ID  
State ID: 314247

Summary Announcements/Events Reports **Course Requests**

Selected Courses

ID	Description	Required	Priority
No data to display			

[Add Course](#) [Delete](#)

# Step 4: Adding your courses

After you click “[add courses](#)” you will be taken to a page with all the courses listed. You can type the course Id number in the box at the top of the **ID** column and hit enter and the course will then be shown in the list. If it does not have a number 0 you will know this is a priority enroll class and you just click add. If there is a course with a 0 in the box you click the arrow up to show the priority of this class. Then click add. To check which classes you have added click [back](#).

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**Name**  
Mccollough, Deborah  
**ID** State ID  
314247 1003116353

Summary

Announcements/Events

Reports

Course Requests

Available Courses

Add	Priority	ID	Description	State Pr ID	Required	Grade Req
<a href="#">Add</a>	0	011	NATIVE AMERICAN HISTORY	5780	<input checked="" type="checkbox"/>	H
<a href="#">Add</a>	0	2401	ACCOUNTING I	2401	<input type="checkbox"/>	EL
<a href="#">Add</a>	0	2406	BUSINESS LAW	2406	<input type="checkbox"/>	EL
<a href="#">Add</a>	0	2409	BUS MGMT	2409	<input type="checkbox"/>	EL
<a href="#">Add</a>	0	2410	CAREER EXPL	2410	<input type="checkbox"/>	EL
<a href="#">Add</a>	0	2413	GENERAL BUS.	2413	<input type="checkbox"/>	EL
<a href="#">Add</a>	0	2419	OFFICE AID I/NC	2419	<input type="checkbox"/>	EL
<a href="#">Add</a>	0	2511	ADV PRG OFFICE	2511	<input type="checkbox"/>	CS
<a href="#">Add</a>	0	2551	COMP APP	2551	<input type="checkbox"/>	CS
<a href="#">Add</a>	0	2552	COMP APP II	2552	<input type="checkbox"/>	CS
<a href="#">Add</a>	0	2553	COMPUTER III / ROBOTICS	2532	<input type="checkbox"/>	EL
<a href="#">Add</a>	0	2556	WEB DESIGN	2556	<input type="checkbox"/>	CS
<a href="#">Add</a>		2556A	GRAPHIC WEB	2556	<input checked="" type="checkbox"/>	CS

Click to add course choice

To show the order of priority

Required courses no number

2 ways to find the courses you want:

- 1) You may find your courses by using the scroll bar on the right of the screen.
- 2) Type the course id number in the blank box under ID and then click enter or the little DOT symbol. To move to the next course choice type in the next number and click the DOT again. To get back the list of courses erase the course number you typed in and click the DOT again.

After entering your courses, click the [back](#) link on the screen with the courses listed. You will be returned to the screen with the [add course](#) and [delete](#) links. You will see the courses you chose added to the ones entered by your counselor. The order will be listed under the priority column. If you entered a wrong course or you are in 7th or 8th grade and you added an honors class you may delete the course that was not honors or the class you entered by mistake. Then go back to the add course and enter the correct class.

Resources

[Training Video](#) | [MAS Announcements](#)

NO IMAGE AVAILABLE

**Name**

Mccollough, Deborah

**ID**

314247

**State ID**

1003116355

Summary

Announcements/Events

Reports

Course Requests

Selected Courses

[Add Courses](#) [Delete](#)

ID	Description	Required	Priority
2409	BUS MGMT	<input type="checkbox"/>	3
2551	COMP APP	<input type="checkbox"/>	2
2750	COMMUNICATIONS/TRANSITION	<input type="checkbox"/>	1
4051	ENGLISH III	<input checked="" type="checkbox"/>	0
4412	ALGEBRA II	<input checked="" type="checkbox"/>	0
5120	ENVIR SCI HONORS	<input checked="" type="checkbox"/>	0

## Step 5: Check your courses

Any questions or if you need help you may call the Middle School office and they will get you in touch with a principal or counselor to assist you in enrollment.

If you can not access your portal due to lack of internet or our device will not allow you to access portal – call the office.

918-683-0763

